



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INTERNAL DEPARTMENTAL TRANSFERS/PROMOTIONS &

SROA or SURPLUS CANDIDATES ONLY

STAFF SERVICES ANALYST (SSA) or

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)

\$2,507 – \$3,957 (SSA) or \$3,915 - \$4,759 (AGPA)

OFFICE OF EXTERNAL AFFAIRS – OMBUDSMAN OFFICE

SACRAMENTO

REVISED

REVISED

RESPONSIBILITIES: Under the direction of the Ombudsman (Staff Services Manager I), the incumbent is responsible for assisting with the execution of the established objectives of the Office of External Affairs, specializing in consumer-related and education outreach issues; coordinating delegations from overseas; reviewing and evaluating the budget for the Office of External Affairs; maintaining a professional working relationship with staff throughout the Department; and for providing input to the Office of External Affairs on assigned special projects.

DESIRABLE QUALIFICATIONS:

- Ability to use sound judgment and exercise a high degree of initiative;
- Handle multiple priorities effectively;
- Possess strong analytical, oral/written and communication skills;
- Ability to work independently as well as a team member;
- Excellent interpersonal skills and demonstrated ability to develop effective working relationships with the public, constituency groups, and departmental employees at all levels.

WHO MAY APPLY: Applications will be accepted only from current California Department of Insurance employees at the Staff Services Analyst (SSA) or Associate Governmental Program Analyst (AGPA) level, those within transfer range, or those with list eligibility. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, transfer, reemployment, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance - Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “SSA – OMBUDSMAN OFFICE #413-181-5157-OMB or AGPA – OMBUDSMAN OFFICE #413-181-5393-OMB” on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: JUNE 12, 2003, OR UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit applications to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

4/28/2003 TC
REV 6/2/03 TC